

~~SECRET~~

15/8/90

3 DEC 1957

**MEMORANDUM FOR:** Chief, Management Staff  
**FROM:** Deputy Comptroller  
**SUBJECT:** Administrative/Support Workload at [redacted]

**REFERENCE:** Memorandum dated 19 June 1957 to  
Deputy Director (Support), Subject -  
same as above

1. The reference memorandum discussed the administrative/ support workload at [redacted] and made certain recommendations toward reduction of such workload. Paragraph 6e of the reference memorandum recommended that the Offices of Personnel, Logistics, Training and the Office of Comptroller review the listing of reports under Tab H of the memorandum in light of pending changes in regulations and handbooks, and advise Management Staff, DD/S of amendments necessary so that current listing may be published for reference and guidance [redacted]

2. Attached is a listing of the forms and reports abstracted from Sections I and II of Tab H which are required by the Office of Comptroller. The attached listing reflects under the column headed "Comments" the current status for requirements of the forms and reports, the column headed "Replaced by Form Number" reflects the name and number of the form or report currently used in cases of revision and the column headed "Authority" indicates the applicable regulation or handbook number.

**ATTACHMENT:**

~~SECRET~~